



CITY OF CHOCTAW

RESIDENTIAL STORM SHELTER SUBMITTAL REQUIREMENTS

ESSENTIALS FOR ALL TYPES

- ☐ Property address.
- ☐ Owner and applicant contact information.
- ☐ Legal description.
- ☐ Type of shelter.
- ☐ Estimated cost and square footage.
- ☐ Manufacturers specifications listing compliance with current adopted building code and Oklahoma State Licensed Engineers' seal and signature.

IN-GROUND SHELTER IN GARAGE

- ☐ Simple floor plan showing outline of house and garage.
- ☐ Location of shelter marked in garage.

ABOVE GROUND INDOOR SHELTERS

- ☐ Detailed floor plan showing existing and proposed walls.
- ☐ Wall section details.
- ☐ Doors and windows with sizing.
- ☐ Room labels.
- ☐ Plumbing fixtures and elements.

OUTDOOR SHELTERS

- ☐ Detailed site plan with dimensioned property lines, easements, and right-of-way marked.
- ☐ Location of home, shelter, and all other structures.
- ☐ Footing and foundation plans with details.
- ☐ Wall sections (if applicable).
- ☐ Exterior elevation details showing materials, color, style, etc. (if applicable).
- ☐ Framing plans and details (if applicable).
- ☐ Flood elevation if located within or near areas prone to flooding (if applicable).

FREQUENTLY ASKED QUESTIONS

- All files should be uploaded as PDF.
- Files should be uploaded as one combined file where possible.
- Submit your permit and files at www.mychoctaw.org or visit us in person at 2500 N. Choctaw, Oklahoma 73020.
- Call us at 405-390-2999 for any questions you have.